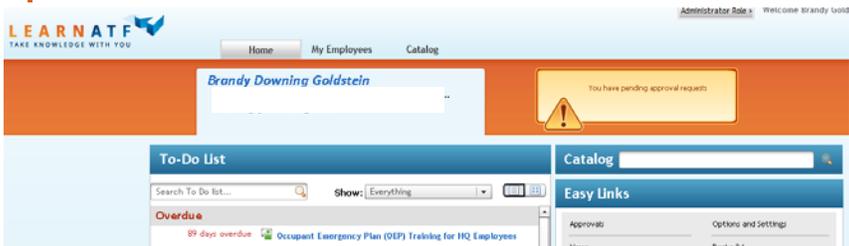
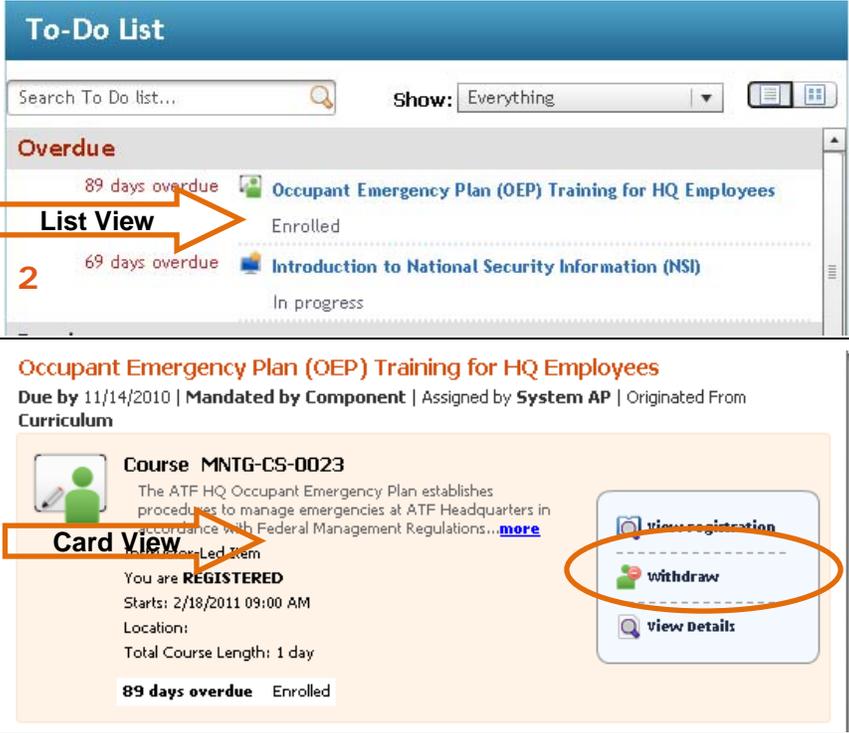
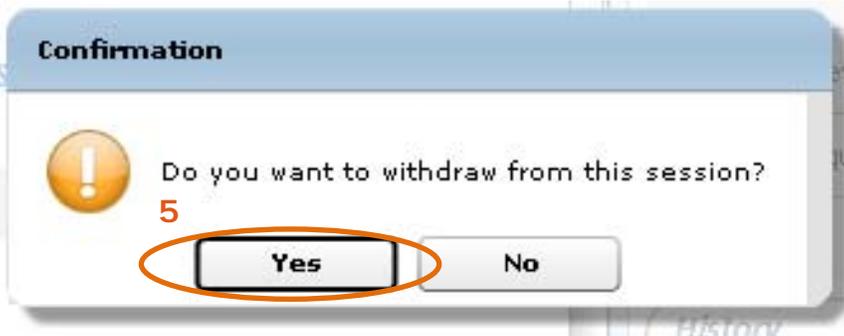


<h2 style="color: #E67E22;">Before You Start:</h2>		<p>IMPORTANT:</p> <p>Training with certain approval processes and most training with an associated cost is not available for self-withdrawal. To determine whether the self-withdrawal option is allowed for training, access your To-Do List in the Card View. If self-withdrawal is allowed, a Withdraw option will appear on the card for that course. If the course you want to withdraw from does not have a Withdraw option, click on View Details to find the Contact person for submitting your withdrawal request.</p>
<p>1.</p>	<p>Log in to LearnATF.</p>	<p>1</p> 
<p>2.</p>	<p>If you are in List View, Scroll down to the course that you want to withdraw from.</p> <p>If you are in Card View, Locate the card with the training you want to withdraw from in your To-Do List.</p> <p>Note: For more information about managing your To-Do List, access the To-Do List Job Aid.</p>	

<p>3.</p>	<p>In List View, use your cursor to hover over the course title and the details will pop up.</p>	 <p>Overdue 3</p> <p>89 days overdue Occupant Emergency Plan (OEP) Training for HQ Employees Enrolled</p> <p>69 days overdue Introduction to National Security Information (NSI) In progress</p>
<p>4.</p>	<p>Click on the Withdraw button.</p>	 <p>Occupant Emergency Plan (OEP) Training for HQ Employees</p> <p>Due by 11/14/2010 Mandated by Component Assigned by System AP</p> <p>Originated From Curriculum Course MNTG-CS-0023</p> <p>The ATF HQ Occupant Emergency Plan establishes procedures to manage emergencies at ATF Headquarters in accordance with Federal Management Regulations...more</p> <p>You are REGISTERED Starts: 2/18/2011 09:00 AM Location: Total Course Length: 1 day Instructor-Led Item Enrolled 89 days overdue</p> <p>4 Withdraw</p> <p>view registration view Details</p>
<p>5.</p>	<p>A Confirmation pops up asking if you want o withdraw from this session. Click on Yes.</p>	 <p>Confirmation</p> <p>Do you want to withdraw from this session?</p> <p>5</p> <p>Yes No</p>